

NAVSTA NORVA INSTRUCTION 1050.4L

Subj: MILITARY LEAVE, LIBERTY, AND HOLIDAY POLICY

Ref: (a) U. S. Navy Regulations, 1990
(b) DOD Directive 1327.5
(c) MILPERSMAN 1050-040

Encl: (1) Types of Leave
(2) Procedures for Properly Filling out NAVCOMPT Form 3065
(3) Recognized Legal/Federal Holidays
(4) Leave Authorization Yeoman Accounting Procedures
(5) Leave Authorization Number Log (LAN Log)

1. Purpose. To promulgate policies and procedures concerning leave, liberty, and holidays per the provisions of references (a) through (c). Enclosures (1) through (6) are provided for amplification.

2. Cancellation. NAVSTANORVAINST 1050.4K.

3. Scope. This instruction is applicable to all officers and enlisted personnel assigned to Naval Station Norfolk and should be read in its entirety.

4. Leave

a. General

(1) Per references (a) and (b), all personnel shall be afforded the opportunity and be encouraged to take leave annually as accrued. Annual leave may be granted at any time to the extent consistent with the continued effective operation of Naval Station Norfolk. Whenever possible, leave should be taken in increments throughout the year. Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation that are essential to maintaining maximum effectiveness. The lack of such respite from the work environment may lead to the following:

(a) An adverse affect on health and therefore availability and performance.

(b) Intensifying the separation from home and family that is the normal result of military duties.

(c) An adverse affect on attitudes of the family, influencing career motivation, and the morale and performance of the member.

(2) An aggressive leave program is an essential military requirement. Enclosure (1) describes the different types of leave members can take.

(3) Personnel who refuse to take leave when the opportunity is afforded them shall be counseled regarding their obligation to execute military programs and policies. They shall also be cautioned that such refusal may result in the loss of earned leave at a later date. Personnel who persistently refuse to take leave, despite counseling, adversely affect the objectives of Naval Station Norfolk's leave program. Persistent non-compliance with any military policy will be actively dealt with as a matter of military performance.

(4) Personnel shall not be granted two or more successive periods of leave without performing duty between the termination of one leave period and the commencement of the other, except under emergency or unusual circumstances.

(5) Personnel who plan to go on annual leave must route their leave request through their appropriate watchbill coordinator by the 15th of the preceding month. These personnel will not be required to provide a qualified standby for watches. No standby is required for emergency leave.

(6) All personnel on limited duty must submit leave requests through the Limited Duty Coordinator prior to final approval. This ensures the member does not have any appointments during the leave period.

b. The Leave Request/Authorization (NAVCOMPT Form 3065) will be used for granting leave to all officer and enlisted personnel assigned to Naval Station Norfolk.

(1) Member

(a) Complete blocks 1 through 22 of NAVCOMPT Form 3065 as shown in enclosure (2).

(b) Department Heads will submit their leave requests to the Commanding Officer via the Executive Officer (and Senior Watch Officer, if appropriate) for approval.

(c) All officers (except Department Heads) will submit leave requests via their Department Head (and Senior Watch Officer, if appropriate) to the Executive Officer for approval.

(d) Enlisted personnel will submit leave requests through the following personnel, as appropriate:

1. Division LPO.
2. Division LCPO.
3. Watchbill Coordinator.
4. Division Officer.
5. Department Head (Approval).

(2) Department Heads/Division Officers

(a) Forward all approved leave requests to the Administrative Department, Command Leave Authorization Yeoman.

(b) Forward the NAVCOMPT Forms 3065 recommending disapproval to the Commanding Officer via the Executive Officer for final approval/disapproval.

(c) Any leave request that will place a member in a negative leave balance will be forwarded to the Executive Officer for approval. (Note: Members should be counseled about their responsibility to maintain a positive leave balance by their Division Officer.)

(d) Department Heads will ensure that all approved NAVCOMPT Form 3065's are forwarded to the Administrative Department, Command Leave Authorization Yeoman.

(3) Command Leave Authorization Yeoman

(a) Ten days prior to leave commencement, the Command Leave Authorization Yeoman will assign a Leave Authorization Number (LAN) and forward Part 1 to the Naval Station Quarterdeck for disposition. Members E-6 and above are permitted to pick up their leave papers from the Naval Station Quarterdeck 10 days prior to commencement of leave. Members E-5 and below will pick up their leave papers from the Naval Station Quarterdeck at commencement of leave.

(b) File Part 2 according to the return date.

(c) File Part 3 in LAN order with the most recent LAN on top.

(d) At the end of working hours, forward the next consecutive LAN to the OOD on the Quarterdeck.

(e) Commencing each workday, obtain the LAN sheet from the OOD. Log the time and date of departure on Part 1 and 2 for personnel departing on leave. Log the time and date of return for personnel returning from leave. For personnel departing on Emergency and/or Convalescent Leave, complete the LAN Log using the procedures contained in enclosure (4).

c. Execution of Leave

(1) Commencing Leave. All personnel departing on leave must check out with the OOD, in person or by telephone. The following check out procedures will be used:

(a) E-5 and below. Personnel E-5 and below desiring to check out on leave will report in person in the Uniform of the Day to the OOD on the Naval Station Quarterdeck at the time leave commences. The OOD will complete block 27 of the NAVCOMPT Form 3065 Part 1 (White), and return the White copy to the member. If the Meal Pass Block is checked (block 21), ensure the member surrenders the Meal Pass prior to departure on leave.

Forward the Meal Pass to the Leave Authorization Yeoman for attachment to Part 2 of the member's NAVCOMPT Form 3065.

(b) E-6 and above. Personnel E-6 and above desiring to check out by telephone will contact the OOD on the Naval Station Quarterdeck at (757) 322-2365/2366. All personnel must be in the immediate vicinity (within 50 miles) of their duty station when commencing leave by telephone. However, in the case of members unaccompanied by family members, who are authorized to spend normal liberty periods at the primary residence of their family members, and whose leave begins or ends with a weekend liberty period, permission to check out/in by telephone from the primary residence of the family is authorized. The member will complete block 27 of the NAVCOMPT Form 3065 Part 1 (White).

(2) Extending Leave. In the event an extension of leave is needed, the member must communicate the request through the original approving authority during normal working-hours or the Command Duty Officer (CDO) during non-working-hours at (757) 322-2365/2366. Sufficient time must be permitted for return to duty should the request for an extension be denied. The CDO will contact the original approving authority for approval. Upon approval of an extension, the member will complete blocks 29a, b, and c of the leave papers.

(3) Terminating Leave. Personnel returning from leave must check in with the OOD in person or by telephone. The following check-in procedures must be used:

(a) E-5 and below. Personnel E-5 and below will check in off leave in person with the OOD during working-hours and non-working-hours. The OOD will complete block 28 of the NAVCOMPT Form 3065 Part 1 (White), and forward the White copy to the Naval Station Leave Authorization Yeoman the following work-day.

(b) E-6 above. Personnel E-6 and above desiring to check in off leave by telephone will call the OOD on the Naval Station Quarterdeck at (757) 322-2365/2366 and complete blocks 28a, b, and c of the leave papers. Personnel must return Part 1 of their leave papers to the Naval Station Leave Authorization Yeoman the next work-day after return from leave. Members must be in the immediate vicinity (within 50 miles) of their duty

station when terminating leave by telephone, unless otherwise designated a geographical bachelor.

(4) Emergency Leave/Convalescent Leave. The OOD will assign Leave Authorization Numbers for Emergency Leave and Convalescent Leave upon approval of the CDO. He will obtain the LAN from a list provided by the Leave Authorization Yeoman daily. He will then process the NAVCOMPT Form 3065 using the approved procedures listed previously.

5. Liberty. Liberty is defined as any authorized absence granted for short periods. Liberty is not chargeable as leave except in cases where a member is absent from duty after liberty expires. Members who stand duty on a national holiday may, with Department Head approval, be granted liberty as follows:

a. Regular Liberty. Regular liberty is a routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work. The authorized absence lasts from the end of normal working-hours on one day to the beginning of normal working-hours the next workday.

b. Special Liberty. Special liberty is liberty granted outside of regular liberty periods for unusual reasons, such as emergencies, to exercise voting responsibilities of citizenship, for observance of major religious events, requiring the individual to be continuously absent from work or duty, or for special recognition. Special liberty will normally not exceed three days, but under special circumstances, a four-day special liberty may be authorized.

(1) Three-Day Liberty. Three-day liberty is a special liberty period that commences at the end of normal working hours on a given day and expires with the start of working hours on the third day, such as from Monday afternoon until Friday morning. Only the Executive Officer or Commanding Officer can approve a three-day request.

(2) Four-Day Liberty. Four-day liberty is a special liberty period that commences with the end of normal working hours on a given day and expiring with the start of normal working hours on the fourth day, and including at least two consecutive non-workdays, such as from Thursday afternoon until

Tuesday morning. Only the Commanding Officer can approve a four-day request.

(3) When the operational situation permits, compensatory time off as liberty should normally be granted following duty on national holidays. Except for unusual cases, this compensatory time off should be granted on the first working-day following the holiday. However, if the holiday falls on a weekend and either Friday or Monday is designated as the non-work day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis. This time off is at Department Head discretion.

6. Holidays. Personnel are authorized the day off on official public holidays unless in a duty status. Enclosure (3) lists all legal holidays. When a legal holiday falls on a Saturday, the preceding Friday is considered a holiday. When legal holidays fall on a Sunday, the succeeding Monday also will be considered a holiday.

7. Action. The Special Request/Authorization, NAVPERS Form 1336/3 will be used for requesting/granting liberty to enlisted members. The Executive Officer will approve requests for three-day liberty. Requests for four-day liberty will be forwarded to the Commanding Officer via the Executive Officer for approval.

G. L. BECKER

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